

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – March 12, 2013 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, March 12, 2013, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Roger A. Moody, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Finance Director Kathy Robinson, Airport Manager Jeff Northgraves, EMA Director Ray Sisk (*arrived at 3:09 p.m.*) Communications Director Linwood Lothrop, and Patrol Administrator Kirk Guerrette.

Others in attendance: Chris Wolf of the *Pen Bay Pilot*.

Regular Meeting – Agenda **Tuesday – March 12, 2013 – 2:00 p.m.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:15 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of February 12, 2013.
 - iii. Minutes of Special Commission Meeting of February 19, 2013.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
 - vi. Budget Line Transfers.
- IV. 2:20 Action Items**
 - 1. Act to Award Bid for One New Patrol Vehicle for the Sheriff's Department.
 - 2. Act to Award Bid for Window Treatments/Blinds for 301 Park Street.
 - 3. Act to Award Tax Anticipation Note Bid for 2013.
 - 4. Act to Approve Transfers to Reserves.
 - 5. Act to Set Mil rate for 2013.
 - 6. Approve Changes to Job Description for Airport Security Supervisor.
 - 7. Approve Changes to Job Description for Dispatcher.
 - 8. Approve Changes to Job Description for Dispatch Supervisor.
 - 9. Approve Changes to Job Description for EMA Resources & Operations Planner.
- V. 3:00 Discussion Items**
 - 1. Discussion of 301 Park Street Project.
- VI. 3:15 Other Business**
- VII. Adjourn**

- I. Meeting Called to Order**

Commission Chair Carol Maines called the regular meeting of the Knox County Commission to order at 2:00 p.m.
- II. Public Comment**

Commissioner Carol Maines asked for public comment. There was none.
- III. Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.

- ii. Minutes of Regular Commission Meeting of February 12, 2013.
 - iii. Minutes of Special Commission Meeting of February 19, 2013.
 - iv. Monthly Written Departmental Reports.
 - v. Budget Line Transfers
- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Roger Moody.

Commissioner Moody asked why the Year-to-Date report from the Finance Director showed no expenditures to date for the jail. Finance Director Robinson explained that that figure was left off the report by mistake and that she could email the information out to them. Commissioner Maines asked if there was anything noteworthy with the departments, to which Finance Director Robinson responded that there were no red flags yet.

Commissioner Moody asked a few questions about some of the math in the financial information that Administrator Hart had sent to the Commission showing what the 2012 balances looked so far. Finance Director Robinson explained that the County hasn't closed out the 2012 year yet so what the Commission had received was a snapshot that will change as things are finalized. She noted that from a general fund viewpoint, it will look better. Commissioner Moody commented that he was still concerned about the 2% overlay in the 2013 budget and the amount of surplus the County carries, but he said he would bring that up for discussion during the mil rate agenda item.

- A vote was taken with all in favor.

2012 Reserve Withdrawals - Airport:

Airport Projects	461608-14640	\$18,383.56
Airport Equipment	461608-14660	\$5,895.67
Airport Passenger Facility Charge	461608-14601	\$9,480.68
Airport	200008-12885	\$6,480.42
	Total	\$40,240.33

2013 Reserve Withdrawals:

Courthouse Computer	200008-12660	\$557.60
Deeds Surcharge	200008-12740	\$18,026.00
Forfeiture Money – Federal	200008-12860	\$3,369.92
Forfeiture Money – State	200008-12870	\$643.05
Probate Surcharge	200008-12750	\$4,231.00
	Total	\$26,827.57

2012 Budget Line Transfers:

FROM:			TO:		
Building Maintenance					
Maintenance Supplies	006005-55325	\$189	Building Repair	006004-54595	\$150
			Food/Water	006004-55104	\$29
			Cleaning Supplies	006005-55315	\$10
Jail					
Electricity	818004-4302	\$864	Inmate Medical	818004-4018	\$789
Fuel Oil	818004-4303	\$353	Underground Inspection	818004-4304	\$353
Uniforms	818005-5302	\$5	Maintenance	818005-5227	\$23
			Misc. Minor Equipment	818005-5228	\$57

Probate

Probate Clerk	010003-53083	\$489	Attorneys – Appt Guard	010004-54680	\$489
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Sheriff

Overtime	011001-53800	\$378	Sheriff	011003-53310	\$881
ICMA	011008-53960	\$108			
Workers’ Compensation	011003-53920	\$60			
Postage Meter	011004-54525	\$100			
Safety Supplies	011005-55305	\$235			

Total:	\$2,781
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Total:	\$2,781
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IV. Action Items

1. Act to Award Bid for One New Patrol Vehicle for the Sheriff’s Department.
 Requests for bids were sent out to seven vendors and the County received five bids from three vendors by the deadline of February 15th. This vehicle is going to be used for the K-9 unit.
 - A motion was made by Commissioner Richard Parent to award the bid to Quirk Auto for one new 2013 Ford Utility Police Interceptor for a bid total of \$26,773. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

2. Act to Award Bid for Window Treatments/Blinds for 301 Park Street.
 Requests for bids were sent out to three vendors. A mandatory walk-through at the site was held on February 12th. Two vendors attended the walkthrough but only one submitted a bid by the deadline of February 15th, which was from Judith Grossman Decorating and Midcoast Blinds and Shades. The bid specifications required a Workers’ Compensation insurance certificate but since the business is a husband and wife, they didn’t have that insurance; however, Administrator Hart explained that he had the business owner file an application for independent contractor’s status form with the State’s Workers’ Compensation Board and that he had just received a copy of their acceptance yesterday.
 - A motion was made by Commissioner Roger Moody to award the bid for window treatments/blinds for 301 Park Street to Judith Grossman Decorating and Midcoast Blinds and Shades for a total bid amount of \$6,669.73. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act to Award Tax Anticipation Note Bid for 2013.
 Requests for bids were sent out to 14 banks and credit unions. The County received four bids by the deadline of March 5th. The lowest bidder was Machias Savings Bank with an interest rate of 0.85%.

**KNOX COUNTY, MAINE
 VOTE OF COUNTY COMMISSIONERS
 AUTHORIZING TAX ANTICIPATION BORROWING**

IT IS HEREBY:

VOTED: That, pursuant to 30-A M.R.S.A. §932, the Finance Director is hereby authorized and empowered to borrow, at one time or from time to time during the fiscal year ending December 31, 2013, singly or in series, an amount or amounts not exceeding \$2,150,000 in anticipation of the collection of receipts from taxes, such borrowing to be evidenced by the issuance of the County’s tax anticipation note (the “Note”).

VOTED: That following a solicitation of bids, the County Commissioners award the winning bid to Machias Savings Bank (the “Bank”), and direct that the Note shall be issued to the

Bank on an “as needed” basis, with an interest rate of 0.85% to mature on or before December 31, 2013.

VOTED: That the Note shall be signed in the name of and on behalf of the County by the Finance Director and countersigned by at least a majority of the County Commissioners, attested to by the County Administrator, and shall be payable at maturity out of money raised by taxation during the fiscal year ending December 31, 2013, and shall contain such terms and provisions, not inconsistent herewith, and be in such form as shall be approved by the officers and officials signing the same, which approval shall be conclusively evidenced by their execution thereof.

VOTED: That the Finance Director, to the extent permitted and available under the Internal Revenue Code of 1986, as amended (the “Code”) be and hereby is authorized to designate the Note as qualified tax-exempt obligations for purposes of Section 265(b) of the Code.

VOTED: That the Finance Director be and hereby is authorized to covenant with the Bank, in the name of and on behalf of the County, that the County shall take whatever steps, including filing any reports and rebating any excess earnings, as may be required by federal law, and shall refrain from taking any action, as may be necessary or appropriate to ensure that interest on the Note will remain exempt from federal income taxes.

VOTED: That the officers and officials executing the Note be and hereby are individually authorized to covenant, certify, and agree, in the name of and on behalf of the County and for the benefit of the holders of the Note, that the County will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to ensure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met.

VOTED: That the Finance Director, County Commissioners, and County Administrator be and hereby are authorized and empowered on behalf of the County to undertake all such acts and things and execute and deliver all such documents and certificates as may be necessary or convenient in connection with the issuance, sale, execution, and delivery of the Note.

VOTED: That if the Finance Director or County Administrator are for any reason unavailable to approve and execute the Note or any related documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself/herself performed such act.

- A motion was made by Commissioner Richard Parent to award the Tax Anticipation Note bid to Machias Savings Bank with the bid of 0.85%. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

4. Act to Approve Transfers to Reserves.

The Commission was asked to approve the transfer of the reserve accounts as shown below. The amounts will be transferred to a reserve account to be used to complete a project currently being worked on or for future projects as designated, and will not lapse into general, dispatch, or airport surplus.

Commissioner Moody asked that this information be provided to the Budget Committee at their next quarterly meeting so they stay informed.

AMOUNT	RESERVE TITLE	ACCOUNT #	NOTES
\$12,404	Orthoimagery	200008-12767	Capital balance from 2012
\$12,404	General Transfer Total		
\$15,000	Dispatch Equipment	561800-12625	Capital balance from 2012
\$15,000	General Transfer Total		
\$12,000	Airport Projects	461608-14640	Department balance
\$8,000	Airport Equipment	461608-14610	Department balance
\$3,000	Airport Computer	461608-14600	Department balance
\$23,000	Airport Transfer Total		
\$50,404	GRAND TOTAL		

- A motion was made by Commissioner Roger Moody to approve the transfers to reserves as presented. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act to Set Mil Rate for 2013.

The State Valuations were certified as of January 18, 2013. The Budget Committee and the Commission voted to set the Total Municipal Tax Assessment for 2013 at \$6,781,694. Administrator Hart recommended the mil rate for 2013 be set at 0.0009243962. The overlay figure would be \$132,974, which is at the 2% maximum as allowed by the statute.

There was a discussion on whether to leave the overlay at 2%, as it has been traditionally done, or whether to lower it. It was suggested possibly cutting the overlay back to 1%. Commissioner Moody stated that he wanted to make sure the County wasn't raising more money than necessary. He said that he felt there needs to be a safety margin but he didn't want it to be excessive. Commissioner Maines commented that at the budget meetings this issue was discussed and there was talk then about maybe changing the amount of surplus. Finance Director Robinson noted that the overlay creates a buffer if something in your budget over-runs at the end of the year. She added, however, that based on how the County has been doing the last few years, it seemed possible that the County could safely cut back but shouldn't get rid of it all together. Commissioner Parent cautioned against cutting back the overlay too far, which could be treading on dangerous ground with the County's finances. He felt that cutting the overlay by half would be unsafe.

Finance Director Robinson commented that one of the other benefits to the overlay is that it helps with the cash flow. In years where the airport is extremely active in their projects, the County can have a lot of money going out without much coming back in, so the overlay has helped the County in those very tight years since the TAN sets parameters on how much can borrowed at a time.

Administrator Hart was asked to calculate what the overlay would be if the percentage was cut back from 2% to 1.5%.

There was a brief recess between 2:37 and 2:39 p.m. while Administrator Hart left the room to do the calculation.

- A motion was made by Commissioner Roger Moody to set the mil rate for 2013 at 0.0009198649 which includes an overlay at 1.5% (\$99,731). The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

6. Act to Approve Changes to Job Description for Airport Security Supervisor.

The changes to the Airport Security Supervisor include who the individual reports to. The Airport Security Supervisor reports to the Patrol Administrator and indirectly to the Airport Manager. This request was reviewed by the Chief Deputy and Airport Manager and was agreed to by the Sheriff.

Airport Manager Jeff Northgraves noted that the training and actual police work the employee does falls under the sheriff's department so this is the cleanest way to have it. Patrol Administrator Kirk Guerrette commented that it was also being done for the sake of clarity in the chain of command.

- A motion was made by Commissioner Richard Parent to approve the changes to the Airport Security Supervisor job description as presented. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

7. Act to Approve Changes to Job Description for Dispatcher.

The changes to the Dispatcher Job Description included removing maintaining the warrant repository for Knox County from the Essential Duties and Responsibilities and MWM (Maine Wanted & Missing) validations from the Essential Duties and Responsibilities as both are now being handled by District Court. Dispatchers do maintain the in-house records of all warrants so that has been added to the Essential Duties and Responsibilities.

- A motion was made by Commissioner Roger Moody approve the changes to the Dispatcher job description as presented. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

8. Act to Approve Changes to Job Description for Dispatch Supervisor.

The only change to the Dispatch Supervisor Job Description was to remove completing MWM (Maine Wanted & Missing) validations from the Essential Duties and Responsibilities as that is now being handled by the District Court.

- A motion was made by Commissioner Richard Parent to approve the changes to the Dispatch Supervisor job description as presented. The motion was seconded by Commissioner Roger Moody. A vote was taken with all in favor.

9. Act to Approve Changes to Job Description for EMA Resources & Operations Planner.

The only change to the EMA Resources & Operations Planner Job Description is in the Position Summary and is requesting to change the termination date of this temporary grant funded position from July 31, 2013 to July 31, 2014. The EMA Office and Ray Sisk received an award under the 2011 Homeland Security Grant program to provide supplemental funding for the above position through July 31, 2014.

- A motion was made by Commissioner Roger Moody to approve the changes to the EMA Resources & Operations Planner job description as presented. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

V. Discussion Items

1. Update on Knox County Public Safety Building Project.

Administrator Hart explained that the KRCC Simulcast Upgrade Communications Project is a little over half expended. Things have been held up somewhat due to weather conditions and trying to get agreement and easements for towers finalized before installations can begin. There are still some parking/paving and landscaping issues that will be fixed in the spring. The Communications project is a little over ½ expended for equipment that was ordered and has come in. There hasn't been any billing yet for site work because of waiting for agreements and some of the other documents. He stated that he

had sat down with Finance Director Robinson and EMA Director Ray Sisk the day before to discuss the EMA reimbursements.

The \$186,230 Knox County Special Project Grant was awarded under the 2012 Emergency Management Performance Grant (EMPG) through MEMA. A budget amount of \$372,460.00 has been approved, which includes cash in-kind match being supplied by the County. MEMA will reimburse through the EMPG grant no less than 50% of approved expenditures upon submission of periodic statements along with supporting documentation. Reimbursement may reach 100% of expenditures with sufficient in-kind match. Director Sisk is trying to schedule a meeting with Lynette Miller from the State to discuss the reimbursement aspect of that grant. Administrator Hart added that he still needed to find out if the County could use the \$500,000 that was paid for the purchase of the building as part of the “in-kind match”.

Commissioner Moody asked if the federal forfeiture could be used. Finance Director Robinson responded that federal forfeiture is very specific to what it can be used for. State forfeiture can be used anyway you want to. Administrator Hart noted that no funds have been used from the building reserve or federal forfeiture yet. Finance Director Robinson commented that the sheriff’s department has used some forfeiture funds for expenditures relating to the move but not large numbers.

Commissioner Parent asked how long it would be before the County would know how much reimbursement it will get. Administrator Hart thought that he might have the answer by May or June; he wasn’t sure how long before Lynette Miller could get the answer back to them. He added that the meeting with Ms. Miller probably wouldn’t take place until the end of March.

Commissioner Maines asked Administrator Hart for his opinion on how he thought the overall process went, especially compared to Waldo County’s construction project. Administrator Hart stated that he felt the process went very well. The contractor, architect and engineer were all local and got along with each other. He added that he felt that everyone was looking out for the best interests of the county. Dale Rowley was also very helpful throughout the process.

Commissioner Moody stated that it would be helpful to see updates. Commissioner Maines asked Administrator Hart to let the Commission know what the County ends up getting for the grant.

EMA Director Sisk commented that he was still hopeful that the County could talk the state into giving reimbursement up to 100%. For now the County is certain to get at least \$186,230.

VI. Other Business

VII. Adjourn

- A motion was made by Commissioner Roger Moody to adjourn the meeting. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The meeting adjourned at 3:11 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on April 9, 2012.